

FOR : Chief, Finance Division/Comptroller's Office
Payroll and Agent Service Section

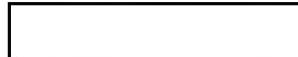
6 February 1956

Chief, Benefits and Casualty Division/Pers.

Payroll Deductions

1. Payroll deductions, for premium payment of hospitalization and/or life insurance (Codes 3 and 7), are made from salaries of employees paid from Unvouchered Funds.

2. In the future please do not deduct any premiums for hospitalization and/or life insurance (Codes 3 and 7) if employee's final pay check is issued at a date later than one pay period after resignation date.



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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS		INITIALS	DATE
1	Mrs.			
2				
3				
4				
5				
6				
ACTION	DIRECT REPLY	PREPARE REPLY		
APPROVAL	DISPATCH	RECOMMENDATION		
COMMENT	FILE	RETURN		
CONCURRENCE	INFORMATION	SIGNATURE		

Remarks:

I talked with P/R on this. Sometimes a person receives a job which requires 4, 5, 6 or even 1 yr after reintegration at which time they deduct funds. We have already issued refund & this means another refund.
J/J

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE

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